

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Incident Response Pocket Guide 2010; NFES 1077

as requisitioned from the U.S. Government Printing Office (GPO) by the

**U.S. Department of Interior
National Interagency Fire Center
BLM
Boise, ID**

Single Award

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on June 3, 2010.

Fax bid will not be considered.

Fill out of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: Jacket 678-582" on the outside of the envelope. The following web link is a pdf of the 910 form.

<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

For information of a technical nature call Ken Foster, Ext. #17, or e-mail kfoster@gpo.gov, Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)). <http://www.gpo.gov/printforms/index.html> This link will able viewing of the most current versions of the aforementioned documents.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Proofs.
P-8. Halftone Match on cover one	Camera Copy.

SUBCONTRACTING: The predominant function is presswork.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract. The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under jacket number 678-582; requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any other jacket number under this contract.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply only to this contract.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page. <http://winapps.access.gpo.gov/fms/vouchers/barcode/>

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of black metal spiral bound publications printed head to foot, requiring such operations as printing, proofing, binding, and delivery.

TITLE: Incident Response Pocket Guide 2010; NFES 1077.

QUANTITY: 100,000 books.

NUMBER OF PAGES: 126 pages plus a two piece cover.

TRIM SIZE: 3-1/4 x 5-1/4".

GOVERNMENT TO FURNISH:

CD-R disk; PageMaker, The contractor must have the current versions and up-grade as they become available.

One assembly list.

One reprint sample.

One set of hard copy; print from the GFM disk.

Print orders.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Seattle Regional Printing Procurement Office.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the specified quality level.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILM/REPRODUCIBLES: Film is not required.

PROOFS: Furnish bound proof on actual production stock, excluding the covers. Unprinted cover stock can be provided with printed proof.

Stock must be approved prior to purchase.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February, 1999. <http://www.gpo.gov/vendors/sfas.htm> . The above link will enable viewing of the most current versions of the aforementioned document.

Offset Book; basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60. Stock will be in the following colors: green, goldenrod, yellow, pink, blue, and white.

Cover stock: Orange polyethylene plastic sheeting; 0.019" thick.

PRINTING: Print head-to-foot in black ink.

Covers one, two, three and four print with black type and line. Cover one has tint screening and bleeds. All 126 text pages will print with black type.

Each book will consist of one set of covers; 8 green leaves, 7 goldenrod leaves, 5 yellow leaves, 5 pink leaves, 10 blue leaves, and 28 white leaves.

MARGINS: Maintain margins as indicated. Cover one bleeds three sides.

BINDING: Collate per the paginate sheet; round the bottom two corners and trim four sides. Punch the top 3-1/4" side for a suitable black metal-wire spiral bind. Plastic spirals will not be accepted.

SHRINK-WRAP: Shrink film wrap in quantities of 10 books per wrap. Pack 45 lbs max per shipping container.

LABELING AND MARKING: Package and/or Container Label; Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination as follows:

National Interagency Fire Center
Bureau of Land Management
3833 S. Development Ave.
Boise, ID 83705
100,000 books

Deliver all Government furnished material to the Attn: Cindy Wolfe; to the address above under a separate cover.

Deliver all proofs to the address above Contact Attn: Cindy Wolf, Phone: 208-387-5119; cindy_wolf@nifc.blm.gov,

All expenses incidental to picking up of Government furnished materials, returning materials and proofs, and furnishing sample copies must be borne by the contractor.

Upon completion of each order, all Government furnished materials are to be returned to the to the address under "Distribution."

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material will be ready for pick up at GPO, Seattle, WA, on June 7, 2010.

The following schedule begins the workday of notification of availability of print order and furnished material.

Proof will be held 3 workdays for receipt by the Government to receipt in contractor's plant. Contractor must not start printing prior to a receipt of "OK" on the proof.

Contractor must make complete production and delivery on or before June 29, 2010.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.